

23 April 1974

MEMORANDUM FOR: Chief, Motor Pool Branch
Logistics Services Division

THROUGH : Chief, O/DD/I Management Staff

SUBJECT : Limousine Service

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1. In response to a long-standing requirement, the Motor Pool has been providing limousine service between Headquarters Building and [REDACTED] for persons attending the regular COMIREX meetings every other Thursday. There is a definite need for that service to continue and this memorandum constitutes a formal request for such service.

2. Although the meetings almost always begin at 1000 in the morning and a fairly firm requirement can be set for a limousine to depart from the Northeast entrance of Headquarters Building at 0930 on alternate Thursdays, it is impossible to judge before the agenda is put together just what time a particular meeting is likely to end. Since that timing may run anywhere from 1115 to 1330 or so, it is felt it would be most efficient if we call the dispatcher on the morning of each meeting to tell him what time the pickup should be made at [REDACTED] for return to Headquarters Building.

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3. The number of people attending these meetings from Headquarters Building will vary from time to time but it is usually between six and ten persons. Since it is often not known until almost 0930 how many people will be going that particular day and since it is sometimes necessary to bring additional people back to Headquarters who did not go to [REDACTED] in the limousine, it is considered desirable to regularly use the 10/11 passenger airport-type limousine unless it is clear before departure that there will be fewer or more people going, at which time appropriate substitution of equipment can be worked out between the dispatcher and the COMIREX office.

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4. I appreciate the service the Motor Pool has given us in the past under what were sometimes difficult conditions and I feel confident we can look forward to a continuation of that service. Please express my personal appreciation to Mr. [REDACTED] for his help and understanding. I trust having this updated formal request on record will make his scheduling job a bit easier.

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[REDACTED]
Chairman, COMIREX